

EDITED KSA LISTING

CLASS: CORRECTIONAL COUNSELOR II (SUPERVISOR)

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1.	Extensive knowledge of principles and procedures of inmate classification (e.g., custody designation, custody level, specialized housing, program assignment, etc.) to provide a systematic process for the programming, housing, custody designation and assignment decisions used in the safe and secure management of inmates.
K2.	Broad knowledge of the purposes, activities, regulations, and functions of the Department of Corrections to effectively supervise and assist in the management of the classification operations of a facility/unit within an institution and maintain the safety and security of the institution through the appropriate classification of inmates.
K3.	Broad knowledge of the purposes, activities, regulations, and functions of the Board of Prison Terms (BPT) to coordinate BPT hearings and ensure compliance with BPT procedural requirements.
K4.	Basic knowledge of interpreting educational and psychological test results used in program placement and assignments to designate inmate programming, housing, assignments and special needs or accommodations.
K5.	Extensive principles of verbal and written expression in order to exchange and provide accurate and pertinent information with staff and others.
K6.	Basic understanding of the range of normal and abnormal human behavior in order to designate inmate programming, housing, assignments and special needs or accommodations.
K7.	Extensive knowledge of the policies and procedures of custody in order to maintain orderly operation of the facility and the safety of staff, inmates and the public.
K8.	Broad knowledge of the methods used to manage and discipline inmates to ensure due process rights are afforded and procedural requirements are in compliance with departmental rules and regulations.
K9.	Working knowledge of the various prison gangs, gang behavior, and the threat of gang action in an institutional setting in order to designate inmate programming, housing and assignments and maintain orderly operation of the facility and the safety of staff, inmates and the public.
K10.	Extensive knowledge of training methods to plan and conduct on-the-job training to determine training needs, evaluate training results, ensure a qualified workforce, provide opportunity for upward mobility and meet the overall mission of the Department of Corrections.
K11.	Broad knowledge of prison administration to assist in providing effective management of a division within the organization.
K12.	Basic knowledge of principles and practices of personnel management, and effective supervision and planning, organizing and directing the work of others to effectively direct and manage an area of responsibility and meet the mission of the Department of Corrections.

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#	Knowledge, Skill, Ability
K13.	Working knowledge of a supervisor's role in promoting equal opportunity in hiring, development and promotion of employees and for maintaining a work environment which is free of discrimination and harassment to meet the Department's equal employment opportunity objectives as it relates to the supervision and management of departmental personnel.
K14.	Basic knowledge of the labor-management relationship under the collective bargaining law to ensure compliance with MOU and departmental directives.
K15.	Basic knowledge of computer usage (e.g., data tracking systems, software programs, etc.) to maintain accurate records, communicate effectively, contribute to the institution's needs, etc.
K16.	Working knowledge of court mandates (e.g., Armstrong, Clark, Coleman, etc.) in order to ensure due process, appropriate housing status, program services, etc. for inmates designated in special programs (e.g., DDP, DPP, MHSDS, etc.).
K17.	Working knowledge of maintaining a work environment which is free of discrimination and harassment to meet the Department's equal employment opportunity objectives as it relates to the management of departmental personnel.

	Skill to:
S1.	Interpret test results and evaluate sociological, psychological, psychiatric, and vocational findings in order to make recommendations to determine appropriate housing, program placement, and special needs, etc.,
S2.	Coordinate the work of professional and technical employees from a variety of occupations and professional disciplines in the classification of inmates to gather and disseminate accurate information to assist other agencies, facilitate transfers, hearings, mental health evaluations, etc. and comply with court mandates, laws, rules, regulations, etc.
S3.	Effectively communicate (written/verbal/listening) clear instructions/directions/interviews for the purpose of disseminating, sharing and receiving information with staff, inmates, and other stakeholders.
S4.	Establish and maintain confident and cooperative relationships with departmental employees, the public and other law enforcement agencies to meet the mission of the Department of Corrections.
S5.	Organize and prioritize work in order to meet deadlines, time constraints and adjust to changes in assignments.
S6.	Deal tactfully/diplomatically with sensitive issues to communicate effectively in order to exchange and/or provide information and/or direction to staff and others.
S7.	Analyze situations accurately in order to determine and implement effective and appropriate courses of action.

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S8.	Adapt effectively to a high volume/pressure of work in order to accomplish assigned tasks while ensuring the effective operation of an assigned area.
S9.	Respond effectively to emergency situations to ensure the safety of inmates, staff and others and security of the institution.
S10.	Work independently to maximize your effectiveness and efficiency in completing assigned tasks and meeting responsibilities.
S11.	Control an interview with an inmate to effectively obtain and disseminate information.
S12.	Interpret institutional/operational policies, rules, regulations and court mandates (e.g., Armstrong, Clark, Coleman, etc.) in order to ensure compliance with departmental purpose, missions, goals and objectives.
S13.	Recognize and handle dangerous situations for inmates and staff to diffuse and de-escalate potentially emergent situations.
S14.	Effectively promote equal opportunity in employment and maintain a work environment which is free of discrimination and harassment to meet the department's Equal Employment Opportunity objectives as it relates to assisting in the overall management of departmental personnel.
S15.	Plan, organize, and direct the work of others to effectively supervise an area of responsibility.
S16.	Effectively promote equal opportunity in employment and maintain a work environment which is free of discrimination and harassment to meet the department's Equal Employment Opportunity objectives as it relates to the supervision and management of departmental personnel.

	Special Personal Characteristics:
SPC1.	Capacity for progressively greater responsibility in order to assume additional tasks of a higher level of accountability to ensure the progress and completion of work assignments and tasks conform to the overall objectives of the unit.
SPC2.	Adaptability and tact in order to communicate effectively with the varying levels of knowledge, personalities, individuals of diverse cultural backgrounds, etc. in a correctional setting.
SPC3.	Emotional maturity and stability in order to react effectively during high stress situations in a correctional setting.
SPC4.	Patience in order to communicate effectively with individuals of varying levels of knowledge, personalities, individuals of diverse cultural backgrounds, etc. in a correctional setting.
SPC5.	Demonstrated supervisory ability in order to direct, train and evaluate staff in an assigned area.

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	Special Physical Characteristics:
SPHC1.	Normal or corrected to normal hearing in order to be in compliance with Correctional Peace Officer Standards and Training (CPOST) and safely perform assigned duties in a correctional setting.
SPHC2.	Sound physical condition in order to safely perform assigned duties in a correctional setting.
SPHC3.	Strength in order to safely perform assigned duties in a correctional setting.
SPHC4.	Normal or corrected to normal vision in order to in compliance with Correctional Peace Officer Standards and Training (CPOST) and safely perform assigned duties in a correctional setting.
SPHC5.	Endurance in order to safely perform assigned duties in a correctional setting.
SPHC6.	Agility in order to safely perform assigned duties in a correctional setting.